RE-CERTIFYING YOUR NETWORK ACCOUNT

It is <u>critical</u> that all users 1) log into and check their state or designated email accounts regularly; and 2) respond **immediately** to IOT emails regarding re-certifying user accounts. Failure to do so will cause your user access to expire. The process for re-certification is as follows:

1. The user receives the following email, containing their domain information and user name.

   Dear Ricky,

   As a contractor for the State of Indiana, your State of Indiana Network Account (ISD-SHARED\RBobby) will expire in 5 days. If your contract is still active and you continue to require access to the State of Indiana Network, please click **here** to re-certify your account.

   If you are a state employee and believe you are receiving this message in error please select the above link, select the 'Hired' button and enter your PeopleSoft User ID. If you need additional assistance please contact IOT Customer Service at http://iot.in.gov/hda.

   Thanks,
   Indiana Office of Technology

2. Click the blue **here** link. If you have problems activating the link, click on the word itself and select **Open Hyperlink**. It will direct you to the following screen. Your user name will be prefilled. Enter your **current** password and click on Login.

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Contractor Account Renewal

Login

Username: ISD-SHARED\RBobby

Password:

Login

3. When you see the screen below, click RENEW. You have now completed the renewal process.

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Hello, Bobby, Ricky

Your Account Expires: 12/23/2009

Click the Renew button below to renew your account for another 31 days. Or the Hired button if you have been hired by the state and have a PeopleSoft ID.
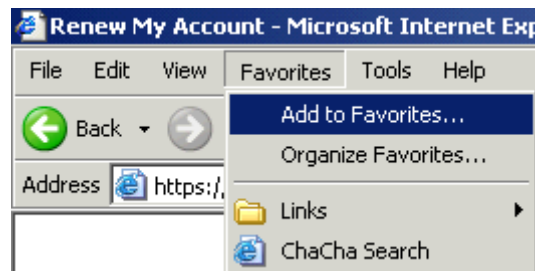
Renew   Hired

Adding the RENEWAL Page to Favorites

To gain easy access to the renewal page, you can add it to your favorites using the directions below. Open the link below.

https://myweb.in.gov/IOT/AccountRenew/login.aspx

1. Save the website as a favorite, so that you can access it any time. To do so, click **FAVORITES**, **Add to Favorites**:

2. Click **OK**. From now on, you can click your **FAVORITES** menu and then choose **Renew My Account** to access the webpage.